



## **Introduction**

Below is an explanation of what should be written in the various sections of the Storm Water Pollution Prevention Plan (SWPPP). Match the Roman numeral, letter and number of any portion of the SWPPP that is not clear with the guidance below. Answering a question by referencing other documents (i.e. Location, Drainage Study) does not meet USEPA requirements. Some items in the SWPPP do not require a written response [i.e. Section IV (Inspections)].

If additional measures are added or conditions change as a result of the pre-construction field review, or later during construction, the SWPPP must be updated to account for these changes and the same guidelines must be followed. This is an ever evolving document which will continue to be revised through the construction phase by the resident engineer.

## **Completing the SWPPP**

The signature block is to be completed by the authorized representative of the project owner. For state projects, the regional engineer is the Department's authorized representative.

### **I. Site Description**

- A. Describe the location of the project, with marked route and beginning/end limits.
- B. Provide a brief description of the construction activities that disturb soil such as new road construction, road widening, bridge replacement, culvert replacement, etc.
- C. Describe the sequence of major activities, including soil disturbing activities.
- D. Area of the construction site:
  - i. Calculate the total area of the construction site.
  - ii. Calculate the area of the site that is expected to have any sort of soil disturbing activity such as excavation, grading, etc.
- E. Calculate the average runoff coefficient of the entire site after construction is complete. You must weigh all runoff coefficients by land area before averaging.
- F. Describe the existing soil types found at the project site. Include information regarding the erosive potential for each soil type. Additional information on a soil's characteristics (i.e. erosive potential, particle size, etc.) is available from soil surveys published by the USDA.
- G. Identify and describe any areas with high potential to erode; this includes steep slopes, highly erodible soils, or any other area of concern.
- H. Describe soil disturbing activities, location and erosive factors, expand on the activities and information you already listed in the previous sections with more detail, including information specific to this project.

- I. No further input to this section is required. Include the following items in the project's erosion control plans and/or drainage plans:
  - Drainage patterns
  - Approximate slopes after major grading
  - Area of soil disturbance
  - Outline of areas which will not be disturbed
  - Location of major structural and non-structural controls
  - Areas where stabilization practices are expected to occur
  - Surface waters (rivers, streams, ponds, wetlands)
  - All storm water discharge locations
- J. List the name of the receiving water(s) and areal extent of wetland acreage at the site.
  - If the site drains into a Municipal Separate Storm Sewer System, identify the system and indicate the receiving water to which the system discharges.
  - If the receiving water is a tributary, include the name of that tributary and the final recipient waters as well.
  - If wetlands are present on the site, note the overall acreage of the wetland (not just the acres present on the site).
- K. Check the box for any substances that have the potential to become pollutants during this project. Additional boxes marked "Other" are available for items not included in the list.

## II. Controls

### A. Erosion and Sediment Controls

1. **Stabilized Practices:** Check the box for all stabilization practices that will be used for any areas disturbed by construction. Additional boxes marked "Other" are available for items not included in the list. Then describe how the stabilization practices checked above will be utilized.
  - On large projects, include requirements to complete final stabilization on a stage before switching traffic and beginning the next stage.
  - Include guidance on winter shutdown when applicable.
2. **Structural Practices:** Check the box for all structural practices to be used at any drainage/ discharge locations. Additional boxes marked "Other" are available for items not included in the list. Then describe how the structural practices checked above will be utilized.
3. **Storm Water Management:** Describe storm water management controls, including:
  - Measures used to control pollutants occurring in storm water discharges after construction activities are complete.
  - Velocity dissipation devices to provide non-erosive flow conditions from the discharge point along the length of any outfall channel.
4. **Other Controls:** No further input to this section required.
5. **Approved State or Local Laws:** List any local requirements which were incorporated into the plans.

## III. Maintenance

- Describe the procedures that will be used to maintain the various erosion and sediment control practices discussed in this plan.

#### **IV. Inspections**

- No further input to this section required.

#### **V. Non-Storm Water Discharges**

- No further input to this section is required, however if the project engineer/designer is aware that the project is in a sensitive area (i.e. high water quality designation, protected habitat, wetland, etc.) additional specific restrictions should be added to the general restriction already listed in Section V.

#### **VI. Failure to Comply**

- No further input to this section required.

#### **Contractor Certification Statement**

The top portion of the Contractor Certification Statement is to be completed by the programmer/designer and included with the SWPPP in the bid packet. Upon awarding the contract, the resident engineer shall make several copies of this document. The contractor and each of his/her sub-contractors are to complete a separate statement. These statements are to be kept in the resident engineer's erosion and sediment control file for that project.